

Professional and Managerial Branch
Water Utilities Administration Group
General Administration Series

E.P.W.U. PLANNING AND DEVELOPMENT MANAGER

11/89

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises the Planning and Development Division and oversees the long range planning functions of the El Paso Water Utilities, as well as the execution of numerous special projects; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, assigns, directs and coordinates the functions and activities of the Planning and Development Division; establishes the objectives of various planning efforts and special studies; determines work methods, participates in projects, provides technical assistance and guidance to subordinates, and approves the reports and other products of the planning and research efforts.

Oversees the development of long range water and sewer master plans that define future community needs, facility requirements, future water sources, needed conservation efforts, and related matters; keeps these master plans current by performing periodic updates; identifies needed long range facility improvements, and initiates the development of capital improvement plans and supporting budget requests and other related documentation.

Coordinates permit and regulatory approval requirements for upcoming projects with the Chief Engineer; responsible for all regulatory approvals that are normally obtained before the inception of design, such as preliminary environmental impact statements, zoning and land use approvals, and related matters.

Performs long range financial projections, bases on projected demands and revenue forecasts, long term capital improvements plans, and related factors; oversees the preparation of rate studies.

Acts as senior planning coordinator for the Utilities, responsible for the coordination of all multiyear planning efforts, and those that extend beyond the current 12 month budget period; oversees and administers the work of consultants engaged in preparation of studies and other long range planning efforts; performs other special projects as assigned.

Works with the engineering and planning staffs of the City and other local government agencies on joint or interrelated planning efforts; coordinates with major development planners on upcoming private projects that will impact service demands and facility needs.

Monitors the legislative efforts of federal, state and other local governments, as well as the development and promulgation of regulatory requirements, to evaluate their possible effects on the utilities; assists the General Manager in the preparation and conduct of organized efforts to represent the Utilities' interests before various legislative and regulatory bodies.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Chemical, Civil, Sanitation or Environmental Engineering and four years of professional experience in utility engineering and project research; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of municipal water utility operations; considerable knowledge of the procedures and techniques associated with long range planning for a water utility, to include long-term needs assessments and capital improvement programs; considerable knowledge of public agency budgeting and funding procedures; considerable knowledge of federal and state regulatory and permitting requirements for water and sewer systems; considerable knowledge of engineering principles and practices related to water and sewer systems design and operation; considerable knowledge of research techniques a variety of areas; considerable knowledge of supervisory techniques.

Ability to prepare assessments of the community's long range water and sewer needs, related facility needs assessments and capital improvement programs; ability to guide the preparation of long term financial planning functions, to include the preparations of rate studies, multiyear budgets and funding plans for major capital improvements projects; ability to work effectively with division managers, staff and representative from other government agencies; ability to prepare and conduct presentation; ability to communicate effectively both verbally in writing; ability to effectively supervise the work of a staff of professionals; ability to manage and administer the work of consultants.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state; registration as a Professional Engineer in the State of Texas within one year of appointment.

Director of Personnel

Department Head

OFFICIAL